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Approved For Release 2003/06/26 : CIA-RDP80R01731R003400160017-4

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MEMORANDUM FOR THE FILES

FROM: Acting Chief, State Desk

SUBJECT: Distribution of NIS to State

1. Completed portions of NIS reports are distributed by OCD to authorized recipients in accordance with instructions approved by D/NIS, ORE.

2. The Department of State's ^{original} requirement for National Intelligence Studies is ten sets. State's need for individual chapters or sections (in addition to the basic sets) varies from none to as many as forty. The need varies according to the area and according to the topic covered. When two or more areas are covered in one study, State will need approximately one and one-half times the normal distribution. In each case, State will be able to determine its needs well in advance of publication date and will so inform CIA.

3. Many users of individual chapters would like to have NIS folders in which to keep them without necessarily ordering and filing a complete set. When additional folders were requested informally some months ago, the reply was that the order for folders was fixed and could not be changed. In order to get three extra folders, State requested three additional complete sets. (The waste resulting from this increased order was limited to those chapters which State needed in only ten copies.)

4. Chapter II of NIS 28, 29, 30, and 31 appeared as one consolidated chapter. Distribution was multiplied by four in the belief that each area would be studied separately. Within State, however, much of the work on these four areas is handled by the same person. For this reason, a member of State spent nearly two days destroying the surplus copies. If reproduction and distribution as directed by D/NIS had reflected the actual needs, this time could have been saved, as well as the cost of printing the excess copies.

5. It is understood that Mr. Ingersoll of IAD, State, has discussed the above problems with the Department of State NIS Coordinator, Mr. John B. Appleton, who will submit to the NIS Board an advance statement of State's needs, so that the quantity forwarded to State will reflect the actual need.

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